

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

ASSISTANT INFORMATION SYSTEMS ANALYST

Salary:	Range A \$3106 - \$3596 Range B \$3204 - \$3893 Range C \$3841 - \$4903	Work Hours:	8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Permanent/Fulltime	Final Filing Date:	March 11, 2009
Contact:	Darren Addington (916) 322-4359 daddington@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Enterprise Technology Services Section 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options.

The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under the general supervision of the Data Processing Manager III, the Assistant Information Systems Analyst is responsible for the following:

Computer Support (Help Desk) – Provide first-level support to Commission staff on all computer related software and hardware problems. Provide technical consultation to Commission staff, including research, oral communication, and technical report writing.

Training – Provide end-user training individually, and in group settings.

Desktop Installation – Receipt, setup, and delivery of new computer systems, software, and peripherals. Upgrade existing hardware and software.

Network Services Support – Provide network support to Commission users and to LAN support staff to isolate hardware and software Inter-network and Intra-network malfunctions and provide problem resolution. Install and maintain hardware and software on computer network equipment and servers.

Education – Maintain a high level of technical knowledge and expertise of desktop computers and network-related issues and trends.

DESIRABLE QUALIFICATIONS:

Integrity – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.

Expertise – be a reliable source of accurate information; knowledge of Microsoft Office 2003 software systems.

Teamwork – works collaboratively and in recognition of the contribution each makes to the common purpose of the CTC.

Respect – recognizes the validity of other points of view and treats others with civility.

Problem Solving – strives to find practical and effective solutions to achieving desired goals.

Work Ethic – good attendance, punctuality, and work attitude.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Assistant Information Systems Analyst classification or who have list, transfer, or reinstatement eligibility to the above classification may apply. Appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Darren Addington. All applicants must clearly indicate the basis of their eligibility (*i.e.*, SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 09-086 (192-406-1479-001). The applications will be screened and only the most qualified applicants will be invited for an interview.